Nafees Ahmad
House No. R-663 Block 16 F.B Area, Karachi.
Mobile: 0311-2482428
Email: nafeesahmad93@yahoo.com

Objective

Looking for a career position where professional experience and expertise will be regarded as a wealth of an organization.

Professional Skills

- Able to perform in a fast-paced environment.
- Ability to multi-task on numerous projects simultaneously.
- Outstanding analysis and problem-solving abilities.
- Strong skills in time management, prioritizing tasks, and meeting deadlines.
- MS-Office, Advance Excel, Quick Book, Tally.
- Photoshop, English and Urdu Typing.

Employment Experience

- 4 years worked as a DEO in TCS (PVT) LTD.
- 6 months worked as an Office / Accounts Assistant in Fahim's School System.
- 1 years worked as Procurement Assistant at LRBT.

Academic Qualification

Graduation	B.com
Karachi University (Pvt.)	(2014-2018)
Intermediate	Pre-Eng.
Karachi	(2009-2011)
Matriculation	Science Group
Karachi	(2008-2009)

Languages

- Urdu
- English

Hobbies / Activities

- Play Cricket
- Read Newspaper
- Watch Current Affairs Programs & Movies

Personal Information

Father's Name	:	Shabbir Ahmad
Date of Birth	:	19-June-1993
Domicile	:	Karachi
Nationality	:	Pakistani
N. I. C. No.	:	42101-4858650-1
Marital Status	:	Single

References

Available upon request.